

# INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) ACCEPTABLE USE POLICY



## Purpose:

To develop responsible 21<sup>st</sup> century digital citizens by ensuring access and connectivity and optimising learning by using the technological environment to deliver flexible options. This will be done through:

- Constant development and introduction of relevant and up to date software and hardware across the curriculum and school
- Provide opportunities for students, staff and parents to develop their skills and knowledge in the use of various technologies
- Provide safe, filtered access to the Internet
- Provide on-call service for teachers and students who have any ICT issues during school hours. These are to be logged by the classroom teacher via the ICT Helpdesk.

## Aim:

### ***I. Internet use and behaviour***

- Internet is provided to all Victorian Government schools via DET's VicSmart network, which includes web filtering, monitoring and restricted access. Inappropriate websites are automatically blocked state-wide, however schools have discretion to blacklist/whitelist domains on an individual basis.
  - Requests to whitelist blocked domains need to be made through the Principal
- Use of Internet is subject to signing of the ICT User Agreement.
- Use of Internet for students stipulates compliance with the following rules:
  - Internet is to be used only for purposes specified by the teacher or adult in charge
  - Personal information of any kind such as surnames, addresses and telephone numbers must not be given out online
  - Emails and pictures must not be sent to people online without first checking with the teacher
  - Any communication sent on the Internet must follow the Student Wellbeing & Engagement Policy and Guidelines. Any unpleasant, unknown or uncomfortable information received must be reported to a teacher /parent/carer at once
  - The Internet must not be used to frighten, annoy, harass or offend another person.
- The following are NOT permitted:
  - Intentional waste of resources
  - Attempts to publish or download any material that is illegal, tasteless, drug-related, pornographic, of a violent nature, contains explicit language, or contains information on hacking or other subjects which may be detrimental to the school
  - Changing settings, using other people's passwords and file trespass
  - Cyberbullying
  - Damage of equipment, software and network.
  - Apps with open chat facilities

### ***II. Equipment guidelines for use***

- Students are encouraged to participate in the schools Bring Your Own Device (BYOD) program:
  - Apple iPad (minimum iPad 5<sup>th</sup> Gen, iPad Mini 4<sup>th</sup> Gen or iPad Pro, with 64GB storage recommended)
  - Purchasing via a retailer of own choosing, or via a retailers online portal that the school has partnered with.

- Any ICT equipment must be used lawfully with regard to other people and the workspace, and the up-most care taken to prevent damages.
- Use of ICT equipment is subject to the signed ICT User Agreement.

### **Implementation:**

#### ***I. Via teachers***

- The guidelines outlined in this document will be communicated to the students via teachers.
- Teachers will play an active role in monitoring and directing student’s Internet/ICT device use.
- Teachers will familiarise themselves with the ICT technologies being currently utilized.

#### ***II. Via students***

- Students will adhere to the guidelines for Internet use and behaviour, and sign the ICT User Agreement each year.

#### ***III. Via parents***

- Parents will ensure that their child is utilizing the Internet and/or their ICT device in line with the school guidelines.
- Active involvement in their child’s online learning in order to help them effectively use the Internet and/or IT device.
- Parents will play an active role in monitoring and directing student’s Internet/ICT device use.
- Sign the User Agreement each year.

### **Consequences for misuse:**

- An initial warning for infraction
- Device removed from student use in the classroom
- Students who continue to misuse the internet may be removed from the school network for a period determined by a member of leadership in the school (Principal class, Learning Specialist or Leading Teacher).
- Students may be immediately removed from the network if:
  - They have a VPN present on their iPad
  - Investigation into a more serious breach is required, as determined by a member of leadership
  - The severity of the incident is determined sufficient by a member of leadership
- If for any reason a member of staff feels that a BYO iPad needs to be confiscated beyond the end of the school day, the Assistant Principal for that sub school, or another AP in their absence, must be contacted and a phone call needs to be made to the parents for them to agree to the confiscation.

### **Evaluation:**

This policy will be reviewed annually.

<b><u>Ratification Date</u></b>	<b><u>Review Date</u></b>	<b><u>Policy Number</u></b>	<b><u>Version Number</u></b>	<b><u>Date Produced</u></b>
2020	2021	12	4	March 1999